

Proposed

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position CNR VMP Forestry Assistant II	
		Division and/or Subdivision Northern Region	
INSTRUCTIONS: The Director is required by Government Code Section 19818.12 to report (or to record) "...material changes in the duties of any position in his or her jurisdiction". The Position Essential Functions Duties Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the percentage of total time occupied. Indicate the "essential functions" of the position by placing an asterisk (*) in front of those individual duties you determine to be essential to the job. Discuss the duties with the employee assigned to the position. Both the employee and supervisor sign the document where indicated. The supervisor retains the original document and provides a copy to the employee.		Location of Headquarters Redding	
		Class Title of Position Forestry Assistant II (FAII)	
		Position Number 542-101-1093-XXX	
		Effective Date	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
50%	Under the general supervision of the CALFIRE California Northern Region (CNR) Vegetation Management Program (VMP) Forester II (For II) and in coordination with the Staff Chief of Resource Management (RM), the CNR VMP FAII assists with region wide fuels reduction projects, California Environmental Quality Act (CEQA) review and grant programs. Supporting 12 Units within the CNR. The FAII duties for this position will be performed under a Registered Professional Forester (RPF), job duties will count as qualifying time to take the RPF Exam.		
20%	*Work with CNR VMP For II conducting CEQA review for fuel reduction projects. *Assist with researching and drafting technical forestry comments on proposed rule changes or legislation that relate to State Responsibility Area (SRA) and fuel reduction. *Interact with control agencies and stakeholders to answer technical questions about CEQA. *Work with CNR RM staff preparing reports, researching fuel reduction work, and collecting data to meet Governor and legislative requests. *Assist in reviews of prevention projects for compliance.		
20%	*Assist in preparing documents for project planning, implementation and project reports to help support Sacramento, Region, Unit, and stakeholder's programs. *Perform periodic inspection and review of active and completed prevention projects within CNR and ensure compliance with contract, CEQA documentation and funding.		
	*Responds to emergency incidents as required per Departmental policy. *Maintains proficiency, qualification, and experience standards including but not limited to ICS- Position Qualification System in accordance with applicable laws, rules and department policy. *Assignments to special task forces, cadres, special projects and assignment utilizing skills and professional forestry management knowledge and expertise for recommendation on policy issues.		
	*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.		
Equal Employment Opportunity (EEO) Statement: All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.			
Job qualifications and/or conditions of employment: Must complete CAL FIRE Firefighter Academy (FFA) and Company Officer Academy (COA) training during probationary period as a condition of employment. This position requires a two-year commitment.			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature		Supervisor Signature	
Date		Date	
Personnel use only		<input type="checkbox"/> Posted to Directory	
Initials and date			

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DEPARTMENT OF FORESTRY AND FIRE PROTECTION
POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT
PO-199 (06/16) - **PAGE 2**

Working Title of Position
CNR VMP FAIL

Percentage of Time
Required

Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.

5%

*Completes RM training per Departmental policy.

5%

*Other duties as assigned.

The incumbent is required to wear respiratory protection equipment (including self-contained breathing apparatus (SCBA). The use of such equipment may place a physiological burden on the incumbent that varies with the type of equipment used, the job and workplace conditions in which the equipment is used, and the medical status of the incumbent. As such, Cal/OSHA requires that the incumbent be annually medically cleared to be fit-tested for respiratory protection equipment. This clearance process consists of a comprehensive medical evaluation including a review of the incumbent's medical history, a complete physical examination, and vision, hearing, spirometry, and exercise treadmill test.

The incumbent typically is required to perform psychologically stressful and/or physically demanding duties consistent with firefighting, disaster response, and emergency medical response, including working in isolated areas, walking or running on uneven rough terrain, and remaining on duty 24 hours or longer without a break while performing these duties.

Must complete CAL FIRE Firefighter Academy (FFA) and Company Officer Academy (COA) training during probationary period as a condition of employment. This position requires a two-year commitment.

May be subject to working nights, weekends or holidays in support of emergency incidents.

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Employee Signature
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Date
☐ Posted to Directory

Supervisor Signature

Date

Initials and Date